

Finance Committee
July 20, 2016

Present: Pete Peterson, Douglas Path, Mark Halverson, Wallace Habhegger, Cedric Schnitzler.
Others: Cathy Schmit, Tina Osterberg, Annette Erickson, Kurt Marshaus, Randy Williams, Gail Frie, Eric Weihe, Ron Hamilton, Kelley Becker, Darlene Pintarro, Laura Moriarty, Jarrod Roll, Bob Janovick.

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

- Next meeting date – August 17, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Douglas Path to approve the 06/15 & 06/22/16 minutes. Carried 5-0.
- Budget Adjustment(s) – Discussion/Action
 - a. Land Records – Tina Osterberg explained the 2016 budget adjustment in the amount of \$1,000.00 for rural addressing. Discussion. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - b. Senior Services – Laura Moriarty explained the 2016 budget adjustment in the amount of \$21,536.00 for state funding increase from Greater WI Agency on Aging Resources and home delivered meals no longer needed. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
 - c. Sheriff – Kelley Becker explained the 2016 budget adjustment in the amount of \$7,995.83 for equipment grants. Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - d. Emergency Management – Darlene Pintarro explained the 2016 budget adjustment in the amount of \$533.86 for Homeland Security Grant. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
 - e. Solid Waste – Gail Frie explained the 2016 budget adjustment in the amount of \$39,530.97 for State Recycling Grant. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Line Item Transfer(s) – Discussion/Action
 - a. Solid Waste – Gail Frie explained the 2016 line item transfer in the amount of \$100,000.00 to place monies into separate account to track landfill expansion costs. Motion by Douglas Path second by Pete Peterson to approve line item transfer. Discussion. Carried 5-0.
 - b. Justice – Eric Weihe explained the 2016 line item transfer in the amount of \$11,700.00 for overtime due to vacancies and increase in Bond Monitoring & EMP participants causing an increase in equipment & supplies. Discussion. Motion by Mark Halverson second by Wallace Habhegger to approve line item transfer. Carried 5-0.
 - c. Finance – Tina Osterberg explained the 2016 line item transfer in the amount of \$860.00 for overtime costs. Motion by Pete Peterson second by Cedric Schnitzler to approve line item transfer. Carried 5-0.
- Solid Waste Repurpose of Funds – Gail Frie explained the 2016 repurpose of funds in the amount of \$40,000.00 for Junco Road pavement. Motion by Pete Peterson second by Mark Halverson to approve repurpose of funds. Carried 5-0.
- Resolution Amending Local History Room Investment Options – Jarrod Roll explained the resolution would allow options for a range of investments for the Local History Room. The committee expressed concern with the county not being liable for fund movement. All funds received by the board of trustees shall be placed in a trust in an endowment fund account of the county. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve resolution and forward to the full board for approval. Carried 5-0.

- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Douglas Path second by Wallace Habegger to approve the Radio Tower expenditures in the amount of \$487,873.00. Carried 5-0.

- Fiscal Note Approvals(s)
 - a. Authorization to establish one additional state-funded Public Works Laborer position in the Monroe County Highway Department – Cathy Schmit explained position would start on January 1, 2017 to be paid by state funding. Motion to approve fiscal note by Wallace Habegger second by Douglas Path. Discussion. Carried 5-0.
 - b. Resolution authorizing establishment of a Maintenance Technician Position in the Maintenance Department – Motion to approve fiscal note by Douglas Path second by Pete Peterson. Discussion. Cathy Schmit explained position would start on January 1, 2017, position to be budgeted in 2017. Carried 5-0.
 - c. Resolution authorizing establishment of a Social Worker I Position in the Monroe County Human Services Department – Comprehensive Community Services Position. Ron Hamilton explained position start date would be April 1, 2017 and funded by Medical Assistance Case Management Billing, no additional tax levy. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Carried 5-0.
 - d. Resolution authorizing establishment of a Social Worker I Position in the Monroe County Human Services Department – Children’s Long Term Support Service and Birth to 3 Program. Ron Hamilton explained position start date would be April 1, 2017. 80% would be covered by funding, \$9,700.00 would be placed on the county levy. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Carried 5-0.
 - e. Authorizing letter to request reallocation for profile #516 of the State and County Contract for Social and Community Programs – Ron Hamilton explained the request for reallocation of the State and County Contract for Social and Community Programs. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Carried 5-0.

- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.

- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update/H.S. Software Demo/Munis.
 - d. Non-Lapsing Budget Modification Policy – The non-lapsing budget modification policy was provided to members. Tina explained that since last month’s meeting additional wording has been included. Discussion.
 - e. Donation/User Fees Received Budget Adjustment – Tina provided a spreadsheet and explained K9 donations and expenses to members. Discussion. Motion to approve K9 Notice of Donations/User Fees Received Budget Adjustment by Douglas Path second by Wallace Habegger. Carried 5-0.
 - f. RFP Professional Audit Preparation Proposals – Tina provided 3 proposals for audit preparation. WIPFLI had the lowest bid, there would be added fees for an unknown GASB pronouncements. Tina has checked with referrals. Discussion. Motion by Pete Peterson second by Douglas Path to approve WIPFLI professional audit services for 2016-2018. Carried 5-0.
 - g. RFP 2016-2018 Cost Allocation Plan Services – Tina provided 1 proposal for cost allocation plan, Maximus. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve Maximus for Cost Allocation Plan for 2016-2018. Carried 5-0.
 - h. RFP 2016-2017 Actuarial Valuation Services – Tina provided 1 proposal for OPEB Actuarial Study, Key Benefits. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve Key Benefits for OPEB Actuarial Study for 2017-2018. Carried 5-0.

- i. 2015 Audit Review – Tina provided the 2015 annual financial report to members. Tina explained several points of the review. Discussion. The audit review will be presented at next week’s County Board meeting.
 - j. Uniform Grant Guidance Policies & Procedures – This item will be visited at next month’s meeting.
 - k. County Grant Writer/Grant Specialist Position – This item will be visited at next month’s meeting.
 - l. 2017 Worker Compensation Rates – Tina provided State recommended Worker Compensation Rates to members. Discussion. Motion by Pete Peterson second by Douglas Path to stay at the recommended 50% state rate. Carried 5-0.
 - m. New Position Request – Tina provided a new position request for Financial and System Controls Specialist. Discussion. Motion by Pete Peterson second by Mark Halverson to approve Financial and System Control Specialist Position. Carried 3-2. The new position request will be forwarded to the Administration/Personnel Committee.
 - n. 2017 Finance Department Budget – If the new Financial and System Controls Specialist position is not approved, LTE funds will need to be placed in the budget.
- Resolution to Establish Authority for Approval for Donation and User Fees Budget Line Adjustments for Use – Tina Osterberg explained changes to the resolution since last meeting. Motion by Mark Halverson second by Pete Peterson to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
 - Resolution Approving Acquisition of Gundersen Lutheran Clinic located at 315 W Oak Street, Sparta – Cathy Schmit explained that the Property & Maintenance Committee approved the acquisition of the Gundersen Lutheran Clinic. \$500,000.00 is planned to be set aside in the 2017 budget for the acquisition. Cathy explained details of the current facility study. Discussion. Currently no resolution is available. This resolution will be revisited next month.
 - Future Financing of the Justice Center Project – The committee discussed the General Fund Reserve Policy. Cathy Schmit explained that if General Funds are used, we would not have extra funds to relieve debt service. Discussion. It was a consensus of the committee to draft a resolution regarding a policy using General Funds for future financing of the Justice Center.
 - 2017 Budget Kickoff – Cathy Schmit explained that the budget will be available at the October 10th Finance Meeting. The committee will also meet on October 19th for any budget questions.
 - Monthly County Disbursement Journal & Monthly Per Diems and Vouchers – Motion by Douglas Path second by Wallace Habegger to approve Monthly County Disbursement Journal and Monthly Per Diems and Vouchers. Carried 5-0.
 - Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained demolition and asbestos removal. Footings will be started either the end of next week or the first week in August.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Mark Halverson to approve the Justice Project expenditures in the amount of \$528,693.37. Carried 5-0.
 - c. Partial Release of Retainage – Kurt explained that the punch list work has not been fully completed. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to hold back \$341,630.00 in punch list work; leaving approximately \$300,000.00 in retainage fees to be released. Carried 5-0.
 - d. Proposals for Jail Workstations, Housing and Huber – Kurt provided 2 proposals to the committee. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve Xybit bid of \$31,382.56 for jail, housing and Huber workstations. Carried 5-0.
 - Items for next month’s agenda – 2015 Audit Review, Uniform Grant Guidance Policies & Procedures, County Grant Writer/Grant Specialist Position, Resolution Approving Acquisition of Gundersen Lutheran Clinic, Master Facilities Strategic Plan, Finance New Position Request, Justice Center Cost Overruns.

- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 12:47 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder