

Finance Committee  
September 21, 2016

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger; Mark Halverson & Douglas Path absent.  
Others: Cathy Schmit, Tina Osterberg, Annette Erickson, Kurt Marshaus, Randy Williams, Scott Perkins,  
Rob Conroy, Darlene Pintarro

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

- Next meeting date – Regular Meeting - October 10, 2016 at 9:00 a.m. at the Highway Department Conference Room. Budget Meeting - October 19, 2016 at 9:00 a.m. at the Highway Department Conference Room
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 08/17/16 minutes. Carried 3-0.
- 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 Pete Peterson second by Wallace Habegger to approve the Justice Project expenditures in the amount of \$696,071.83. Carried 3-0.
  - c. Constructing Two Storage Rooms in Basement – Kurt explained the option to recapture space in the basement. An estimate would be approximately \$8,500.00 for unfinished storage rooms. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve basement space. Carried 3-0.
  - d. Rental of Temporary Chiller for the Winter of 2016-2017 – Kurt explained change order for a temporary boiler for the upcoming winter. The total is \$36,420.06. Motion by Pete Peterson second by Wallace Habegger to approve change order. Carried 3-0.
  - e. Replace Unsuitable Soil – Kurt explained the estimated cost is \$25,000.00. This item will be revisited next month.
- Treasurer Report
  - a. Annette Erickson gave the monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  - c. Deputy Treasurer Retirement – Annette informed the members that Deputy Treasurer, Mary McClintock provided a written retirement notice for year end. Annette is looking at appointing Deb Carney as Deputy.
- Emergency Management Line Item Transfer – Darlene Pintarro explained the 2016 line item transfer in the amount of \$3,688.00 for Hazmat equipment and supplies. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 3-0.
- Sheriff Repurpose of Funds – Scott Perkins explained the 2016 line repurpose of funds in the amount of \$21,925.50 for additional squad car. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve repurpose of funds. Carried 3-0.
- Budget Adjustment(s) – Discussion/Action
  - a. Jail Administration – Rob Conroy explained the 2016 budget adjustment in the amount of \$16,000.00 for medical service expenses. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 3-0.
  - b. Senior Services – Tina Osterberg explained the 2016 budget adjustment in the amount of \$7,000.00 for recreational trips. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 3-0
  - c. Highway – Jack Dittmar explained the 2016 budget adjustment in the amount of \$180,000.00 for sand screening plant, stacking conveyor and supporting 3 phase electric service; purchase new

and very well maintained machinery. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 3-0

- Radio Tower Project
  - a. Radio Project Update – Randy Williams provided a project update to members.
  - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve the Radio Tower expenditures in the amount of \$10,600.00. Carried 3-0.
- Sand Creek Landfill Payoff – Chair Schnitzler explained this item was placed on the agenda due to Supervisor request. Tina Osterberg provided the principal and interest payoff. Discussion. Motion by Wallace Habhegger second by Cedric Schnitzler to place the payoff of the sand creek landfill in the 2017 budget using reserved debt service funds. Discussion. Carried 3-0.
- Finance Director
  - a. Tina Osterberg gave the monthly Financial Report.
  - b. Finance Department Monthly Report Review.
  - c. Financial Software Update – Tina provided a project update to members.
  - d. 2015 Audit Review – Tina explained that we were cited for not being in compliance with Uniform Grant Guidance. Discussion.
  - e. Uniform Grant Guidance Policies & Procedures – Tina explained that the Federal Government is requiring a policy. The committee discussed compiling documentation from other counties. There was also discussion on working with the auditor to see what their recommendations would be and a cost to develop the plan.
  - f. County Grant Writer/Grant Specialist Position – Tina provided to members a survey from other counties for a county grant writer/grant specialist position. Discussion.
  - g. Notice of Donations/User Fees Received Budget Adjustment – Tina explained the adjustment to members. Motion by Wallace Habhegger second by Cedric Schnitzler to approve Notice of Donations/User Fees Adjustment. Carried 3-0.
- 2017 Budget – Catherine Schmit explained that the publication notice will need to be set for approval at the October 10<sup>th</sup> meeting. An update on the budget was provided. It was recommended to provide a cheat sheet of all changes.
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habhegger to approve Monthly County Disbursement Journal. Carried 3-0.
- Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Wallace Habhegger to approve Monthly County Per Diems and Vouchers. Carried 3-0.
- Items for next month's agenda – Budget Publication, Gundersen Lutheran Fiscal Note.
- Adjournment - Motion by Pete Peterson second by Wallace Habhegger to adjourn at 10:37 a.m. Carried 3-0.

Shelley Bohl, County Clerk  
Recorder