

Finance Committee
November 16, 2016

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path
Others: Cathy Schmit, Annette Erickson, Kurt Marshaus, Randy Williams, Bob Janovick, Jarrod Roll, Shirley Chapiewsky, Sharon Nelson, Linda Anderson, Pat Mulvaney

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

- Next meeting date – December 21, 2016 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 10/10 & 10/19/16 minutes. Carried 5-0.
- 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 Mark Halverson to approve the Justice Project expenditures in the amount of \$1,343,261.06. Carried 5-0.
 - c. Replacement of Unsuitable Soils – Kurt explained the replacement of unsuitable soils in the amount of \$21,976.75 for unseen costs. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve replacement of soils. Carried 5-0.
 - d. WE Energies Installation of Permanent Gas Service – Pulled from agenda.
- 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 Douglas Path to approve the Radio Tower expenditures in the amount of \$14,561.33. Carried 5-0.
 - c. Approval of Radio Change Orders – Randy Williams provided 3 change orders to the committee to include reimbursement to agencies for radio programming \$3,330.00; direct recording for 8 channels at Ridgeville tower \$3,784.00 and Allied Coop tank install and LP gas \$521.33. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve change orders. Carried 5-0.
- Human Services Credit Card – Tina Osterberg explained the need for Social Services Aide, Ashly Dieckman in the amount of \$1,000.00; Social Worker, Erica Brandau increase credit card limit to \$2,500.00. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve both credit card requests. Carried 5-0.
- Line Item Transfers –
 - a. Heath – Sharon Nelson explained the 2016 line item transfer in the amount of \$1,500.00 for increased Public Health Nurse home visits. Motion by Wallace Habhegger second by Mark Halverson to approve line item transfer. Carried 5-0.
 - b. Dispatch – Randy Williams explained the 2016 line item transfer in the amount of \$2,500.00 for office supplies. Discussion. Motion by Pete Peterson 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 \$2,255.00 for conferences, insurance coverage change and office supplies. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - d. Sheriff – Tina Osterberg explained the 2016 line item transfer in the amount of \$62,405.66 for new facility transports. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Carried 5-0.
- Budget Adjustments –

- a. Health – Sharon Nelson explained the 2016 budget adjustment in the amount of \$500.00 for Remembering Jesse Parker grant. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0. Sharon explained the 2017 budget adjustment in the amount of \$1,000.00 for Theisen’s grant. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
 - b. Rolling Hills – Linda Anderson explained the 2016 budget adjustment in the amount of \$4,000.00 for computer program required by the Center for Medicare/Medicaid Services. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - c. Circuit Court – Tina Osterberg explained the 2016 budget adjustment in the amount of \$16,714.28 for attorney fees. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
 - d. Clerk of Court – Shirley Chapiewsky explained the 2016 budget adjustment in the amount of \$32,951.92 to move budgeted revenues to expense line items that have exceeded budgeted amounts. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - e. Local History Room – Jarrod Roll explained the 2016 budget adjustment in the amount of \$6,254.50 for microfilming project and development of new Local History Room logo. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
 - f. County Clerk Elections – Shelley Bohl explained the 2016 budget adjustment in the amount of \$5,000.00 for election overages. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Discussion. Carried 5-0. The Clerk explained that an election recount may occur in State Senate District #32 and additional dollars may need to be transferred.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - Resolution Regarding Cancellation of Outstanding 2015 Checks - Annette Erickson explained that the resolution would clear Monroe County of old outstanding checks. Discussion. Motion by Douglas Path second by Mark Halverson to approve resolution and forward to the full county board for approval. 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 staff member, Ellie Bradford has been working with E-Procurement in the Munis System. Additional training is occurring on October 28th & 29th for purchasing, vendors and fixed assets.
 - d. Finance Department Staff Changes – Tina explained that beginning on January 1, 2017 she has appointed Ellie Bradford to the new Financial and System Controls Specialist. The Accounts Payable Accountant I position then was granted to Suzie Brownell. The positions were both posted and no other candidates within the Finance Department posted for the positions. Currently she is advertising for backfill of the Senior Service’s position.
 - e. Winter Conference – Tina explained that she is looking to have Ellie Bradford to attend the WGFOA (WI Governmental Finance Officers Assoc.). Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve conference attendance. Carried 5-0.
 - f. Interim Audit – Tina explained that the new auditors were here in October. They will be here the last week of April and the first week of May, along with 3 days in March.
 - Resolution Approving Appointment of an Interim County Administrator – Wallace Habhegger explained the resolution would appoint an interim County Administrator, allowing time for the county to move forward. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve fiscal note. Carried 5-0.
 - Administrator budget Adjustment – Tina Osterberg explained the 2016 budget adjustment in the amount of \$11,432.50 for salary and fringe payouts for the County Administrator Position from the Contingency

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

- Monthly Approvals –
 - a. Notice of Donations/User Fees Received Budget Adjustment – Tina Osterberg explained the adjustment to members. Motion by Douglas Path second by Mark Halverson to approve Notice of Donations/User Fees Adjustment. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.

- Items for next month's agenda –

- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 10:40 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder