

Finance Committee  
July 15, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler, Wallace Habegger  
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Pamela Pipkin, Ron Hamilton, Laura Moriarty, David Krueger, Bob Janovick

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

- Next meeting date – August 14, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Sharon Folcey to approve the 06/17/15 minutes. Carried 5-0.
- Radio Tower Project
  - a. Radio Project Update – Randy Williams explained soil testing and the frequency analysis have been completed. Three change orders were presented to the finance committee.
  - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve the Radio Tower expenditures in the amount of \$37,875.00. Carried 5-0.
- Fiscal Note on Resolution
  - a. Resolution Authorizing Establishment of a Social Worker I Position in the Monroe County Human Services Department – Ron Hamilton explained the position will be funded by medical case management assistance billing with no additional tax levy. Position cost is \$65,768.00 for 2016. Discussion. Motion to approve fiscal note by Pete Peterson second by Wallace Habegger. Carried 4-0; Cedric Schnitzler abstained.
- Credit Card –
  - a. Justice Programs Coordinator Increase – \$1,500.00 credit card increase request for Peggy Erkel-Thorson. Discussion. Motion to approve credit card increase by Sharon Folcey second by Wallace Habegger. Carried 5-0.
  - b. Solid Waste – Discussion. Credit Card has not been approved by the Solid Waste Committee. Motion to postpone until next month by Cedric Schnitzler second by Pete Peterson. Carried 5-0.
  - c. Assistant Corporate Counsel – \$1,000.00 credit card request for Lisa Aldinger Hamblin. Motion by Cedric Schnitzler second by Wallace Habegger to approve credit card. Discussion. Carried 5-0.
- Budget Adjustments
  - a. Senior Services – Laura Moriarty explained the 2015 budget adjustment in the amount of \$50.00 for GWAAR funding. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve budget adjustment contingent upon committee of jurisdiction approval. Carried 5-0.
  - b. Maintenance – Catherine Schmit explained the 2015 budget adjustment in the amount of \$18,725.00 for museum building updates. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve budget adjustment. Carried 5-0.
- Child Support Line Item Transfer – Pamela Pipkin explained the 2015 line item transfer in the amount of \$1,000.00 for having to serve more out of county, notary renewals and transcript costs. Motion by Cedric Schnitzler second by Pete Peterson to approve the line item transfer. Discussion. Carried 5-0.
- Justice Center Building Project

- a. Justice Center Update – Kurt Marshaus explained the project is progressing. A review meeting will be held the later part of August regarding phase II. The Huber unit is down. Footings are currently being poured. Interior work and window walls are being completed.
  - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve the Justice Project expenditures in the amount of \$1,009,453.30. Discussion. Carried 5-0.
  - c. Contract Modification #2 for Additional Design Services to Louis Berger Group \$160,039.00 – Kurt Marshaus provided and explained the compensation request for design changes and increase in the construction budget. Discussion. Motion by Cedric Schnitzler second by Wallace Habhegger to send to the board without recommendation. Carried 5-0.
- Workman's Compensation Update – David Krueger provided members with the counties loss experience summary. Self-insured expenses vs standard insurance calculations were explained. Loss projections and reserve analysis were provided. Discussion. The committee discussed the status of our current work comp funds. Our annual general operation and reserve fund will be discussed at next month's meeting.
  - Treasurer
    - 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 – Tina Osterberg explained that currently they are working on fixed assets. Munis-Self Service completion is anticipated for September. Catherine Schmit explained that document scanning training will be provided.
    - d. Financial System Software Purchases – Catherine Schmit explained that she is currently looking into barcoding equipment which is included in the budget.
    - e. Audit – Tina Osterberg provided the 2014 audit and management letter. Questions were answered.
  - Resolution Awarding the Sale of \$10,000,000 General Obligation Corporate Purpose Bonds – The public sale of bonds will occur on July 22, 2015. A final resolution will be provided for approval to Finance members at a special meeting on July 22, 2015 beginning at 5:30 p.m. before the board meeting. Current interest rates were discussed.
  - Budget Kickoff – Catherine Schmit explained that she met with Department Heads last month. Department Heads were provided with deadlines and given the process to update budgets in the system.
  - Monthly County Disbursement Journal & Monthly Per Diems and Vouchers – Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve Monthly County Disbursement Journal and Monthly Per Diems and Vouchers. Carried 5-0.
  - Items for next month's agenda – Solid Waste Credit Card, Work Comp Annual General Operation & Reserve Fund, Finance/Treasurer 2016 Budget Proposals
  - Adjournment - Motion by Pete Peterson second by Sharon Folcey to adjourn at 11:36 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder