

Finance Committee
August 14, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Chad Ziegler, Diane Erickson, Rob Conroy, Sharon Nelson, Susie Brownell, Jeremiah Erickson, Ken Kittleson

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

- Next meeting date – September 11, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Sharon Folcey second by Pete Peterson to approve the 07/15/15 & 07/22/15 minutes. Carried 5-0.
- Resolution Authorizing Establishment of a Park Manager Position in the Monroe County Forestry and Parks Department – Chad Ziegler explained the need for Park Manager. For 2016, an April 1 effective date results in annual cost of \$40,742.00 in salary, benefits and equipment to be included in the 2016 budget. Total cost for subsequent year is \$54,322.00. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve fiscal note. Carried 4-1.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that the storm sewer will be dug next week. Secure glazing and skylights will be installed. A basement wall in the huber section collapsed this week.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Justice Project expenditures in the amount of \$1,005,688.75. Discussion. Carried 5-0.
 - c. Change Order to Install Additional Smoke/Fire Dampers – Kurt explained need to install additional smoke and fire dampers in the amount of \$291,552.90. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve dampers. Discussion. Carried 4-1.
 - d. Change Order to Install Secure HVAC Grilles – Kurt explained need to install secure grilles in the amount of \$123,177.69. Discussion. Motion to approve by Sharon Folcey second by Pete Peterson to approve grilles. Carried 4-1.
 - e. Data Cabling Bids – Kurt explained that Digital Bay was the low bidder in the amount of \$50,959.00. Motion by Cedric Schnitzler second by Sharon Folcey to accept Data Cabling Bid. Discussion. Carried 5-0.
 - f. Charter Cable Quote for Installation of Cable TV – Kurt explained that \$16,890.00 for internal/external cable was quoted from Charter for installation. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve installation. Carried 5-0.
 - g. Centurylink Quote for Installing Data Cabling from Existing Telephone Room to New Server Room on the 2nd Floor of the Connector – Kurt explained that \$10,945.02 was quoted for data cabling. Motion by Pete Peterson second by Sharon Folcey to approve data cabling. Carried 5-0.
 - h. 911 Dispatch Furniture Proposals – Kurt explained that Xybix met the specifications of the proposal. The bid amount was \$64,700.00. Discussion. Motion by Sharon Folcey second by James Kuhn to accept bid. Carried 4-1.
 - i. High Density File System – Kurt explained that the low bid was \$11,880.34 for jail files and \$137,784.00 for Clerk of Court and Child Support. Catherine Schmit explained that this amount is not included in the budget. The jail files may be taken from the furniture line item. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve jail files in the amount of \$11,880.34. Carried 4-1.
- Radio Tower Project
 - a. Radio Project Update – James Kuhn explained that the project is moving along well, all towers have been tested for strength. Change orders to date were provided to members.

- b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower expenditures/change requests in the amount of \$22,540.00. Carried 5-0.
 - c. Change Order for (LEC) Law Enforcement Center Radio Tower – Motion by Cedric Schnitzler second by Wallace Habegger to approve new radio tower at Law Enforcement Center in the amount of \$135,372.00. Discussion. Carried 5-0.
- Notice of Re-Purpose of Funds
 - a. Rolling Hills – Motion by Cedric Schnitzler second by Pete Peterson to approve 2015 re-purpose in the amount of \$5,569.69. James Kuhn explained that the re-purpose is from meal tray carts to a new freezer. Discussion. Carried 5-0.
 - b. Maintenance – Catherine Schmit explained \$60,000.00 re-purpose of funds from moveable equipment to capital equipment and vehicles. Discussion. Motion to move to full board without recommendation by Cedric Schnitzler second by Wallace Habegger. Carried 5-0.
- Credit Card –
 - a. Solid Waste – \$1,000.00 credit card request for the Assistant Manager. Motion by Cedric Schnitzler second by Pete Peterson to approve credit card. Discussion. Carried 5-0.
 - b. Sheriff's Office – Rob Conroy explained the need for 3 credit cards in the amount of \$500.00 each for 3 sheriff deputies. Motion by Cedric Schnitzler second by Wallace Habegger to approve credit cards. Discussion. Carried 5-0.
 - c. Human Services – Diane Erickson explained the need for 3 credit cards in the amount of \$1,000.00 each for 3 social workers. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve credit cards. Carried 5-0.
- Budget Adjustments
 - a. Human Services – Diane Erikson explained the 2015 budget adjustment in the amount of \$57,290.00 for adjustment due to ES Position. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
 - b. Sheriff – Rob Conroy explained the 2015 budget adjustment in the amount of \$4,000.00 for an equipment grant. Motion by Pete Peterson second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
 - c. Senior Services – Susie Brownell explained the 2015 budget adjustment in the amount of \$6,000.00 for recreational trips. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment contingent on Committee Approval. Carried 5-0.
- Line Item Transfer
 - a. Human Services – Diane Erickson explained the 2015 line item transfer in the amount of \$55,745.00, child care operation revenue was changed to come from the WREA consortium not DCF. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve the line item transfer. Discussion. Carried 5-0.
 - b. Health – Sharon Nelson explained the 2015 line item transfer in the amount of \$7,000.00 for 2015 flu vaccine, demand and costs for Hepatitis B and shingles immunizations have also increased. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve the line item transfer. Carried 5-0.
 - c. Justice Department – Tina Osterberg explained the 2015 line item transfer in the amount of \$4,380.00 for building rent. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the line item transfer. Discussion. Carried 5-0.
- Treasurer
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Currency Counter – Annette explained the need for \$1,800.00 currency counter to increase efficiency. Catherine Schmit explained that this would be taken from software already budgeted for the financial system. Discussion. Motion to approve currency counter by Wallace Habegger second by Cedric Schnitzler. Carried 5-0.

- d. Budget Review – Annette provided her 2016 budget to members and answered questions.
- Fiscal Note on Resolution
 - a. Resolution Authorizing Establishment of a Geographic Information Systems (GIS) Specialist Position in the Monroe County Sanitation and Zoning Department – Jeremiah Erickson explained the need for the GIS Specialist Position. The annual cost of the \$69,672 in salary, benefits and equipment to be included in the 2016 budget, no levy money for 2016. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve fiscal note and to add: No tax levy dollars used in 2016; if funding is reduced or discontinued, this position will be reviewed. Carried 5-0.
 - c. Resolution Establishing 2016 Annual Budgeted Allocation for Pay for Performance – Catherine Schmit explained that for 2016, pay increases not to exceed \$292,000.00 will be levied. Cathy discussed bringing up the minimum rate 98% to the market rate for staff that have held their current position for 5 years or more and have had a satisfactory performance for the past two years. Discussion. Motion to approve fiscal note by Cedric Schnitzler second by Pete Peterson. Carried 5-0.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina Osterberg explained that on August 28th we will be working with implementing credit cards to the munis system. On September 4th, salary projection training will occur. A system update will be available later this month. Tina explained that we are currently working with fixed assets and Highway inventory.
 - d. Self Insured Workers Compensation Policy – Tina provided a draft policy to all members. Tina explained 2015 class rates and provided a 2016 recommendation to the committee of a suggested reduction in WC premium rate of 50%. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve suggested WC Premium of \$336,715.00 for 2016. Discussion. Carried 3-2.
 - e. Budget Review - Tina provided her 2016 budget to members and answered questions
- 2016 Budget – Catherine Schmit explained that all departments are working on their budgets. Preliminary evaluation numbers have been received.
- Monthly County Disbursement Journal – Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve Monthly County Disbursement Journal. Carried 5-0.
- Monthly Per Diems and Vouchers – Motion by Cedric Schnitzler second by Sharon Folcey to approve Monthly Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Treasurer Municipal Collection Report, Munis Financial System Yearly Maintenance Fees
- Adjournment - Motion by Pete Peterson second by Cedric Schnitzler to adjourn at 12:40 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder