

Finance Committee
September 11, 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, Bob Micheel

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

- Next meeting dates - Special Meeting: October 12, 2015 at 9:00 a.m., at the Highway Department Conference Room.
Regular Meeting: October 21, 2015 at 9:00 a.m., at the Highway Department Conference Room.
Budget Meetings: October 23 & 26, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Sharon Folcey second by Cedric Schnitzler to approve the 08/14/15 minutes. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided updated change order listing to all members. Dairyland towers failed the loading studies. Discussion. A conference call is scheduled.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower change order request in the amount of \$3,755.00. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that most underground utilities are in. Most of collapsed wall has been rebuilt. He has been continuing to work on the delay claim. Kurt explained the inside work currently being worked on.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Sharon Folcey second by Pete Peterson to approve the Justice Project expenditures in the amount of \$90,887.12. Discussion. Carried 5-0.
 - c. Change Order for Smoke Evacuation System – Kurt Marshaus explained smoke evacuation system change order in the amount of \$445,315.56. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve change order contingent on Building Committee recommendation. Carried 4-1.
- Credit Card –
 - a. Child Support – Child Support Director increase in credit card from \$500.00 to \$1,000.00. Motion by Sharon Folcey second by Cedric Schnitzler to approve credit card increase to \$1,000.00. Discussion. Carried 5-0.
 - b. AG & Extension – Family Living Agent request for a \$500.00 credit card. Motion by Cedric Schnitzler second by Sharon Folcey to approve \$500.00 credit card. Discussion. Carried 5-0.
- Budget Adjustments
 - a. Land Conservation – Bob Micheel explained the 2015 budget adjustment in the amount of \$76,650.00. The first being \$69,300.00 for barnyard runoff control project through the NOD/NOI program of Seymore Creek SW of Kendall and the second being \$7,350.00 repair on the Tri-Creek Dam above Norwalk. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - b. Health Insurance Savings – Tina Osterberg explained the 2015 budget adjustment in the amount of \$55,373.00 for Health Insurance Savings. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
 - c. Retirement/Fringe Pool – Tina Osterberg explained the 2015 budget adjustment in the amount of \$56,190.00 for retirement/fringe pool. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve budget adjustment. Carried 5-0.

- 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 budget and credit card training has been completed by the Finance Department/Administrator. Fixed assets should be up and running within the next couple of weeks. The new version has been uploaded into a test environment. The new version is set to go live in November.
 - d. Self Insured Workers Compensation Policy & Procedures – Tina Osterberg updated the self insured workers compensation policy from recommendations last month. The policy was provided to all members. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Self Insured Workers Compensation Policy & Procedures. Carried 5-0.
- Radio System Project Voucher – Randy Williams presented a voucher from CenturyLink in the amount of \$3,884.00. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the change order. Carried 5-0.
- Fiscal Note on Resolution
 - a. Resolution Authorizing Increase in Per Diem Payments for Monroe County Board Supervisors – Committee meetings will be increased by \$10.00 each and county board meetings by \$25.00 each. Discussion. The Administrator stated that she would not increase the levy cost in 2016 for per diem payments. Discussion. Motion to approve fiscal note by Sharon Folcey second by Pete Peterson. Carried 4-1.
- MUNIS Financial System Annual Maintenance Fee Discussion – Catherine Schmit explained that the county pays a quarterly maintenance fee for hosting & maintaining the cloud based system. Discussion. Approximately \$173,000.00 is spent per year for maintenance; currently we have a 7 year contract.
- 2016 Budget – Catherine Schmit explained that she has received 99% of all budgets, there are a few departments hanging out there for some additional information. Budget books will be ready mid October in order to meet publication notice deadline.
- 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 Pete Peterson second by Cedric Schnitzler to approve Monthly Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Human Service Credit Card, Personnel Line Item Transfer
- Adjournment - Motion by Cedric Schnitzler second by Wallace Habegger to adjourn at 10:58 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder