

Finance Committee
October 21, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Wallace Habhegger; Cedric Schnitzler joined the meeting at 9:06 a.m.

Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Scott Perkins, Sharon Nelson, Bob Janovick

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

- Next meeting dates – November 18, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Wallace Habhegger second by Pete Peterson to approve the 09/11/15, 09/23/15 & 10/12/15 minutes. Carried 4-0.

Cedric Schnitzler joined the meeting at 9:06 a.m.

- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that the front entrance concrete has been poured. The Property & Purchasing committee is looking at paving the parking lot to the north of the Justice Center. Completion date for phase I is set for February. Discussion.
 - 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 \$2,517,206.04. Discussion. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams explained that the Justice Center Tower has been placed. Equipment will be loaded within the next two weeks. Lease agreements are being reviewed. An updated change order list was provided to all members. Discussion.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Sharon Folcey second by Wallace Habhegger to approve the Radio Tower change order requests in the amount of \$7,762.00. Carried 5-0.
- Human Services Credit Card – Tina Osterberg explained the Social Worker credit card request in the amount of \$1,000.00 and Economic Support Supervisor in the amount of \$1,000.00. Motion by Pete Peterson second by Wallace Habhegger to approve both credit card requests in the amount of \$1,000.00 each. Discussion. Carried 5-0.
- Health Budget Adjustment - Sharon Nelson explained the 2015 budget adjustment in the amount of \$11,046.00 for Division of Public Health grant to enhance nutrition services and promote nutrition behavior change with families. Motion by Wallace Habhegger second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0.
- Line Item Transfer
 - a. Personnel – Tina Osterberg explained the 2015 line item transfer in the amount of \$3,000.00 for new position advertisements. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve line item transfer. Carried 5-0.
 - b. Sheriff Jail – Scott Perkins explained the 2015 line item transfer in the amount of \$140,000.00 for delay in building project for out of county housing costs. Discussion. Motion by Sharon Folcey second by Wallace Habhegger to approve line item transfer. Carried 5-0.
 - c. Emergency Management – Scott Perkins explained the 2015 line item transfer in the amount of \$6,100.00 for hazmat equipment grant. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 5-0.

- d. Dispatch – Randy Williams explained the 2015 line item transfer in the amount of \$1,000.00 for Kendall tower maintenance/upgrades. Motion by Cedric Schnitzler second by Wallace Habegger to approve line item transfer. Carried 5-0.
- Treasurer
 - a. Annette Erickson gave the monthly Treasurers Report. Finance has not reconciled with the Treasurer's Office since June. This item will be placed on next month's agenda.
 - b. Treasurer Department Monthly Report Review.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report. Tina has been working on the Health Savings Budget Adjustment approved at last month's meeting. The adjustment will be discussed with the auditors. This item will be placed on next month's agenda.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina Osterberg explained that the county will upload the new update in the system about a week before Thanksgiving. Training will occur about one week before the update. Highway is anticipated to go live in the spring. Cash drawers will be installed next month in Zoning, Solid Waste and Justice Departments.
- Fiscal Note on Resolution
 - a. Resolution Approving Monroe County Forest Annual Work Plan – 2016. Revenue from the County Forest Administrators Grant from the WDNR will be approximately \$40,000.00. Motion to approve fiscal note by Cedric Schnitzler second by Sharon Folcey. Discussion. Carried 4-1.
- 2016 Budget – James Kuhn asked if any members wish to request any departments to be available. Departments to be invited are the Maintenance & Highway. Budget meeting will be held this Friday, October 23, 2015 at 9:00 a.m. in the Highway Department.
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Sharon Folcey to approve Monthly County Disbursement Journal. Carried 5-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Sharon Folcey to approve Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Treasurer's reconciliation with the Finance Department, Health Savings Budget Adjustment Update, and Administrator's Credit Card Request.
- Adjournment - Motion by Cedric Schnitzler second by Sharon Folcey to adjourn at 11:14 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder