

Finance Committee
November 18, 2015

Present: Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habhegger, James Kuhn Absent
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Shirley Chapiewsky, Rob Conroy, Peggy Thorson, Eric Weihe, Gail Frie

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

- Next meeting date – December 16, 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 10/21/15 & 10/23/15 minutes. Carried 4-0.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina Osterberg explained that implementation is continuing this week; inventory and work orders. The system has been updated to a new version. Cash drawers will be in December along with E Procurement. Everyone is off Kronos and in ESS of the Munis system.
 - d. Health Savings Budget Adjustment Update – Tina Osterberg explained that the health savings budget adjustment has been completed.
- Credit Card Approvals
 - a. Land Conservation – Tina Osterberg explained the need for a \$1,000.00 credit card for the Land Conservation Director. Motion by Wallace Habhegger second by Pete Peterson to approve credit card. Carried 4-0.
 - b. Administrator – Catherine Schmit explained the need for a \$1,000.00 credit card for her Office Assistant. Motion by Wallace Habhegger second by Sharon Folcey to approve credit card. Carried 4-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained ceilings, painting, electrical fixtures, plumbing fixtures and security items are being completed. Estimated completion date is February 8, 2016. The generator has been set and will be up and running in December. Kurt explained upcoming change orders; installation of access panels and precast cell grills.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Sharon Folcey to approve the Justice Project expenditures in the amount of \$1,456,971.41. Carried 4-0.
 - c. \$22,880.90 Change Order for Installation of ADA Assessable Shower Controls in Pods 4 & 5, both Female Huber Units and the Male and Female Huber Entrance Showers – Kurt Marshaus explained handicap requirement. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve change order in the amount of \$22,880.90. Carried 3-1.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided a status update of the Dairyland and US Cellular Towers. Randy provided an updated list of all change orders to all members. Monthly rental fees were explained. Discussion.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habhegger second by Sharon Folcey to approve the Radio Tower change order requests in the amount of \$471,018.30. Carried 4-0.
- Budget Adjustment -

- a. Clerk of Court – Shirley Chapiewsky explained 2015 budget adjustment in the amount of \$21,742.83 for revenues exceeding budgeted amounts in attorney fees, judicial reimbursement and State GAL payment. These additional revenues are needed to cover expense lines exceeding budgeted amounts. Motion by Sharon Folcey second by Wallace Habhegger to approve budget adjustment. Carried 4-0. Discussion.
 - b. Solid Waste – Gail Frie explained 2015 budget adjustment in the amount of \$4,799.44 for additional grant dollars received. The Solid Waste committee did not take action. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment contingent on committee approval before the next County Board meeting. Carried 4-0.
 - c. Jail/Maintenance - Rob Conroy explained 2015 budget adjustment in the amount of \$194,000.00 for delayed completion of the justice center. Unforeseen out of county housing costs, the maintenance courthouse budget can cover a portion of the needed funding. Motion by Wallace Habhegger second by Sharon Folcey to approve budget adjustment. Discussion. Carried 4-0.
- Line Item Transfer
 - a. Solid Waste – Gail Frie explained the 2015 line item transfer in the amount of \$13,200.00 for low market prices for recyclables, monies moved to contracted services. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve line item transfer contingent on committee approval before the next County Board meeting. Carried 4-0. Gail Frie explained the 2015 line item transfer in the amount of \$55,000.00 for revenue needed for WNDR initial site inspection, initial site report, leachate rate increase and pump replacement. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve line item transfer contingent on committee approve before the next County Board meeting. Discussion. Carried 4-0.
 - b. Sheriff – Rob Conroy explained 2015 line item transfer in the amount of \$5,540.00 for equipment grant. Motion by Pete Peterson second by Sharon Folcey to approve line item transfer. Carried 4-0.
 - c. Emergency Management – Rob Conroy explained the 2015 line item transfer in the amount of \$3,301.00 for state required exercise. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve line item transfer. Carried 4-0.
 - d. Justice - Peggy Thorson explained the 2015 line item transfer in the amount of \$9,000.00 for purchase of new vehicle. Discussion. Motion by Wallace Habhegger second by Sharon Folcey to approve line item transfer. Carried 4-0.
- Treasurer
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review. Annette updated committee on an upcoming shortage in the amount of \$667.60 in 2016 for a City of Tomah Request for Charge Back of Rescinded or Refunded Taxes for Cardinal IG Company - Counties share. This item will be revisited in January.
 - c. Resolution Regarding Cancellation of 2014 Outstanding Checks – Annette Erickson explained need to clear Monroe County's books of old outstanding checks. Discussion. Motion by Wallace Habhegger second by Sharon Folcey to approve resolution and forward to the full County Board. Carried 4-0.
 - d. Treasurer/Finance Monthly Reconciliation – Annette explained that the monthly reconciliation has been completed through October.
- Fiscal Note on Resolution
 - a. Resolution Amending the County Code to Incorporate Changes to County Committees and Boards Due to Reduction of the Monroe County Board Size – Motion to approve fiscal note by Sharon Folcey second by Pete Peterson. Discussion. Carried 4-0.
 - b. Resolution Approving Amendment to the County Administrator Contract - Motion to approve fiscal note by Sharon Folcey second by Pete Peterson. Discussion. Carried 3-1.

- Monthly County Disbursement Journal – Motion by Pete Peterson second by Sharon Folcey to approve Monthly County Disbursement Journal. Carried 4-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Sharon Folcey to approve Monthly Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda –
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 10:40 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder