

Finance Committee
December 16, 2015

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Linda Anderson, Rob Conroy, Jack Dittmar, Ken Kittleson, Sharon Nelson

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

- Next meeting date – January 20, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Pete Peterson to approve the 11/18/2015 minutes. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained the transition period. The outside work is almost completed. Work is continuing to be finished up inside. We are continuing to work on the delay claim.
 - 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 \$1,511,102.65. Carried 5-0.
 - c. Change Order for the Rental of the Temporary Hot Water Boiler – Kurt explained the change order in the amount of \$47,925.09 for the temporary rental of the hot water boiler. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the change order. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams gave an update on the tower progress. A list of all change orders was provided to members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower change order requests/expenditures in the amount of \$471,018.30. Carried 5-0.
- Credit Card Approvals
 - a. Human Services – Tina Osterberg explained the need for a \$1,000.00 credit card for a social worker. Motion by Cedric Schnitzler second by Wallace Habegger to approve credit card. Carried 5-0.
 - b. Highway – Jack Dittmar explained the need for a \$1,000.00 credit card each for the Highway Commissioner, Patrol Superintendent and Shop Superintendent. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve credit cards. Carried 5-0.
 - c. Sheriff – Rob Conroy explained the need for a \$1,000.00 credit card for the Office Manager. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve credit card. Carried 5-0.
- Rolling Hills Repurpose of Funds – Linda Anderson explained the need for a 2015 repurpose of funds in the amount of \$9,723.00 for the cable wiring project. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve repurpose of funds. Carried 5-0. Linda explained the need for a 2015 repurpose of funds in the amount of \$9,428.00 for gazebo/shelter project. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve repurpose of funds. Carried 5-0.
- Budget Adjustment -
 - a. Child Support – Tina Osterberg explained 2015 budget adjustment in the amount of \$14,300.00 for family health and dental insurance. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.

- b. Capital Outlay/Maintenance – Cathy Schmitz explained 2016 budget adjustment in the amount of \$10,000.00 for parking lot expansion project. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
 - c. Jail – Rob Conroy explained 2015 budget adjustment in the amount of \$50,000.00 for prisoner out of county housing. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - d. Retirement/Fringe Pool – Tina Osterberg explained 2015 budget adjustment in the amount of \$51,370.34 for unknown health and dental costs at budget adoption. Motion by Cedric Schnitzler second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
 - e. Health – Sharon Nelson explained 2015 budget adjustment in the amount of \$500.00 for the Car Seat Program. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.
- Line Item Transfer
 - a. Health – Sharon Nelson explained the 2015 line item transfer in the amount of \$3,000.00 for vaccine's. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 5-0.
 - b. Personnel – Ken Kittleson explained the 2015 line item transfer in the amount of \$2,000.00 for advertising expense. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Discussion. Carried 5-0.
 - c. Senior Services – Tina Osterberg explained the 2015 line item transfer in the amount of \$1,318.00 for dishwasher repair, travel and salaries. Motion by Cedric Schnitzler second by Wallace Habegger to approve line item transfer. Discussion. 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 they are working on cashiering, inventory, procurement, bids and contracts. Catherine Schmit explained the need for 5 printers for the cashiering piece of the system. Discussion. Motion by Sharon Folcey second by Wallace Habegger to purchase up to 5 printers not to exceed \$8,000.00 out of funds that are already in the project budget. Carried 5-0.
- Resolution Withdrawing from Local Government Property Insurance Fund – Shelley Bohl, County Clerk provided 4 bids to members from the Local Government Property Insurance Fund, Chubb, WI County Mutual and EMC. Premiums, deductibles and insurance coverage were discussed. Motion by Cedric Schnitzler second by Pete Peterson to withdraw from the Local Government Property Fund and elect property insurance through the EMC Company, the resolution will be forwarded to the board for full approval. Carried 5-0.
- Monthly County Disbursement Journal – Motion by Sharon Folcey second by Cedric Schnitzler 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. Carried 5-0.
- Items for next month's agenda –
- Adjournment - Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 11:13 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder