

MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
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www.co.monroe.wi.us

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

**PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656**

DATE: Wednesday, October 21, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 09/11/15, 09/23/15 & 10/12/15
4. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
5. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
6. Human Services Credit Card Approval(s) – Discussion/Action
7. Health Budget Adjustment – Discussion/Action
8. Line Item Transfer(s)– Discussion/Action
 - a. Personnel
 - b. Sheriff Jail
 - c. Emergency Management
 - d. Dispatch
9. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
10. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
11. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Approving Monroe County Forest Annual Work Plan - 2016
12. 2016 Budget – Discussion/Action
13. Monthly County Disbursement Journal Approval – Discussion/Action
14. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
15. Items for next month's agenda
16. Adjournment

James Kuhn, Committee Chair

Date notices mailed: October 15, 2015

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

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

Finance Committee
September 23, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler; Absent: Wallace Habegger
Others: Tina Osterberg, Catherine Schmit, Jack Dittmar, Gail Frie

The meeting was called to order in the Rolling Hills Auditorium at 5:30 p.m.

- Fiscal Note Approvals –
 - a. Amending Chapter 38 Article III Division 2 of the Monroe County General Code of Ordinances, Speed Limits – Approximately \$600.00 for installation of 6 new signs. Funds to come from budgeted Highway Department CTH Maintenance. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve fiscal note. Discussion. Carried 4-0.
 - b. Resolution Authorizing Monroe County Solid Waste Department to Lead the Investigation Phase of the Byron/Wyeville Landfill Relocation Project – Gail Frie explained the expenditure of \$5,000.00 for the investigative phase, contingent upon an agreement for reimbursement. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to amend fiscal note by adding: Monies to come out of the facility reserve account, a special expense line will be set up for engineering. Discussion. The amendment passed 4-0. The fiscal note as amended passed 4-0.
- Adjournment - Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 5:42 p.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
October 12, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler, Wallace Habegger
Others: Tina Osterberg, Catherine Schmit

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

- 2016 Budget Presentation – Catherine Schmit provided the 2016 budget to all members. The budget layout was explained. The total levy is \$17,819,322. The total tax impact is 611.39. Catherine highlighted several areas of the budget. Discussion. A full copy of the budget will be available on the web.
- 2016 Budget Publication - Tina Osterberg provided the Notice of Public Hearing to all members. Motion by Cedric Schnitzler second by Wallace Habegger to approve the budget publication. Discussion. Call the question by Cedric Schnitzler second by Wallace Habegger. The discussion ended 5-0. The budget publication carried 5-0.
- Adjournment - Motion by Cedric Schnitzler second by Sharon Folcey to adjourn at 10:12 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Position	Credit Card Limit
Amy Schmidt	Social Worker	\$ 1,000.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval: *Ronald Hanley*
 Date Approved by Committee of Jurisdiction: *Carol A. Perie 8-20-15*
Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

RECEIVED
 AUG 20 2015
 MONROE COUNTY
 FINANCE DEPT.

Revised 5/10

Request for Credit Card Approval

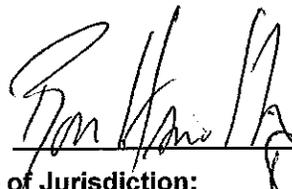
Department: Human Services

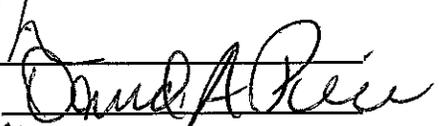
Committee: Human Services

Name of Card Holder	Title of Position	Credit Card Limit
Diana Lambries	Economic Support Supervisor	\$ 1,000.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  9/17/15

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: 

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 1, 2015
 Department: Health/WIC
 Amount: \$11,046.00
 Budget Year Amended: 2015

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

12 month grant (10/1/15-9/30-16) from the Div of Public Health for WIC Program. The intent of the grant is to enhance nutrition services and promote nutrition behavior change with families.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24120000 43550	WIC	\$ 199,251.00	\$ 11,046.00	\$ 210,297.00
				\$ -
Total Adjustment			\$ 11,046.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24120000 51100	Salaries	\$ 141,671.00	\$ 9,220.00	\$ 150,891.00
24120000 515005	Retirement	\$ 9,634.00	\$ 81.00	\$ 9,715.00
24120000 515010	Social Security	\$ 8,784.00	\$ 570.00	\$ 9,354.00
24120000 515015	Medicare	\$ 2,054.00	\$ 134.00	\$ 2,188.00
24120000 515020	Health Ins	\$ 30,692.00	\$ (3,276.00)	\$ 27,416.00
24120000 515025	Dental Ins	\$ 1,743.00	\$ (17.00)	\$ 1,726.00
24120000 515040	Work Comp	\$ 397.00	\$ 26.00	\$ 423.00
24120000 533200	Mileage	\$ 500.00	\$ 310.00	\$ 810.00
24120000 534150	Nutrition Ed Supplies	\$ 451.00	\$ 1,500.00	\$ 1,951.00
24120000 531060	Printing Expense	\$ 100.00	\$ 160.00	\$ 260.00
24120000 534250	Medical Expense	\$ 1,058.00	\$ 2,338.00	\$ 3,396.00
Total Adjustment			\$ 11,046.00	

Department Head Approval: Maura Nelson

Date Approved by Committee of Jurisdiction: Mary Jo Cook, POH Chair 10/12/15
 Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel
 Budget Year Amended: 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	11431000-515700	Education & Training	\$ 3,000.00	\$ 20,000.00	\$ 1,875.00
	Total Transfer		\$ 3,000.00		

To Account	11430000-531065	Advertising	\$ 3,000.00	\$ 8,400.00	\$ 8,152.25
	Total Transfer		\$ 3,000.00		

Explanation for Transfer:
 Advertising expense will exceed amount budgeted due to retirements at the end of the year and addition of new positions in various departments. Also, new position requests created additional advertising for years end.

Department Head Approval _____
 Governing Committee Approval _____
(Signatures: Lou Kith, Pete Peterson)

If < \$500:
 Send to County Administrator's Office
 COUNTY ADMINISTRATOR Approval given on : _____
Date

If > \$500:
 Send to County Clerk's Office
 FINANCE COMMITTEE Approval given on : _____
Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Emergency Mgt.
 Budget Year Amended: 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12902000 515700	Education and Training	\$ 6,100.00	\$ 6,100.00	\$ -
	Total Transfer		\$ 6,100.00		

To Account	12902000 535200	Hazmat Equip/Supplies	\$ 6,100.00	\$ 1,496.00	\$ 842.12
	Total Transfer		\$ 6,100.00		

Explanation for Transfer:	To make the most out of the Hazmat Equipment grant.

Department Head Approval Scott Puker

Governing Committee Approval Jama B. Kuh 9-14-15

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Dispatch
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 524600	Equipment Maintenance	\$ 27,917.00	\$ 1,000.00	\$ 16,866.77	\$ 26,917.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 529200	Tower Maintenance	\$ 5,290.00	\$ 1,000.00	\$ 2,305.59	\$ 6,290.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

Explanation for Transfer:
 Kendall had mandatory maintenance/upgrades to its Water Tower where we have some radio equipment/wiring running through it. Some of the work was related to our equipment/wiring and they are seeking a payment of \$3,500. I wish to transfer \$1,000 from my Equipment Maintenance Acct. to my Tower Maintenance Acct. This would give me \$3,500 in my Tower (Miscellaneous Repairs) Acct. to cover the cost of this unanticipated expense.

Department Head Approval _____ *[Signature]* 10/11/15

Governing Committee Approval _____ *[Signature]* 10.12.15

If < \$500:
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date _____ Revised 02/20/2014

RESOLUTION NO. _____

RESOLUTION APPROVING MONROE COUNTY FOREST
ANNUAL WORK PLAN - 2016

WHEREAS, it is required that the Monroe County Board of Supervisors approve the Monroe County Forest Annual Work Plan (see attached); and

WHEREAS, the Monroe County Land Conservation, Forestry and Parks Committee has reviewed and approved this attached plan.

NOW, THEREFORE, BE IT RESOLVED, by the Monroe County Board of Supervisors that they do hereby approve the attached Annual Work Plan for the calendar year of 2016 for the Monroe County Forest.

Dated this 28th day of October, 2015.

OFFERED BY THE LAND CONSERVATION, FORESTRY and PARKS
COMMITTEE:

Committee Vote: - 0
Finance Vote:

Statement of purpose: To approve this Annual Forest Work Plan for the calendar year of 2016; which will allow Monroe County to apply for the County Forest Administrators Grant.

Fiscal Note: Revenue from the County Forest Administrators Grant from the WDNR will be approximately \$40,000.00.

Drafted by Chad Ziegler, Forest & Parks Administrator

Reviewed and Approved as to Form by Corporation Counsel, _____
Andy Kaftan