

Finance Committee
February 17, 2016

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Jeremiah Erickson, Ron Hamilton, Sharon Nelson, Shirley Chapiewsky, Josh Geode, Ed Smudde

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

- Next meeting date – March 16, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Wallace Habegger to approve the 01/20/16 minutes. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that currently there are two change orders occurring, electrical outlet and lighting control. Inside touch ups are being completed.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Justice Project expenditures in the amount of \$584,447.76. Carried 5-0.
 - c. Change Order \$55,581.16 for installation of roof drains in Phase 2 – Kurt Marshaus explained the change order for installation of roof drains. Discussion. Motion to approve by Pete Peterson second by Sharon Folcey. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Chair Kuhn provided an update on the tower progress.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower expenditures in the amount of \$160,733.30. Carried 5-0.
- Credit Card Approvals
 - a. Ag & Extension – Josh Goede explained the requests for 4 credit cards increases from \$500.00 to \$1,000.00 each for the Administrative Assistant, AG Agent, Family Living Agent and the 4-H Agent. Motion by Pete Peterson second by Sharon Folcey to approve the 4 credit card increases. Discussion. Carried 5-0.
 - b. Human Services – Ron Hamilton explained the request for a \$1,000.00 Social Worker credit card. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the credit card. Carried 5-0.
- Line Item Transfer
 - a. Circuit Court – Tina Osterberg explained the 2015 line item transfer in the amount of \$3,952.98 for attorney fees. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - b. Human Services – Ron Hamilton explained the 2015 line item transfer in the amount of \$104,332.00 for year end reallocation of costs. Motion by Wallace Habegger second by Cedric Schnitzler to approve line item transfer contingent upon committee approval. Discussion. Carried 5-0.
 - c. Forestry/Parks – Chair Kuhn removed from agenda as line item transfer was less than the \$500.00 threshold for Finance Approval.
- Budget Adjustment -
 - a. Circuit Court – Tina Osterberg explained 2015 budget adjustment in the amount of \$3,008.75 for Probate, Legal and GAL Fees; additional funds to come from the contingency. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.

- b. Health – Sharon Nelson explained 2016 budget adjustment in the amount of \$700.00 for Wal-Mart Grant. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 5-0. Sharon explained 2016 budget adjustment in the amount of \$1,496.41 for WI Department of Justice Grant. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0. Sharon explained 2016 budget adjustment in the amount of \$5,000.00 for Centers of Disease Control and Prevention Funding. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Carried 5-0. Sharon explained 2016 budget adjustment in the amount of \$3,500.00 for Jesse Parker Funding. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Land Records – Jeremiah Erickson explained 2016 budget adjustment in the amount of \$910.74 for grant training funds. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - d. Clerk of Court – Shirley Chapiewsky explained 2015 budget adjustment in the amount of \$11,000.00 for bail forfeitures, attorney and guardian ad litem fees. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
 - e. Senior Services – Wallace Habegger explained 2016 budget adjustment in the amount of \$1,000.00 for Sparta Legion Auxiliary donation. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve budget adjustment. Carried 5-0.
 - f. Local History Room – Tina Osterberg explained 2015 budget adjustment in the amount of \$137.48 for on call hours. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - g. Wegner Grotto – Tina Osterberg explained 2015 budget adjustment in the amount of \$3,886.24 for restoration projects. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Carried 5-0.
- Fiscal Note Approvals*
 - a. Resolution Concerning Elected Officials' Salary Adjustments for the Next Term of Office – Motion by Pete Peterson second by Cedric Schnitzler to approve fiscal note. Discussion. Wallace Habegger left the meeting briefly at 10:13 a.m. Carried 4-0.

- Treasurer Report

Wallace Habegger returned to the meeting at 10:18 a.m.

- 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 departments have been trained on the work order system; currently the Finance Department is working on E Procurement.
 - Monthly County Disbursement Journal/Monthly Per Diems and Monthly Per Diems and Vouchers – Motion by Cedric Schnitzler second by Pete Peterson to approve Monthly County Disbursement Journal and Monthly Per Diems and Vouchers. Carried 5-0.
 - Items for next month's agenda – Change Order for Phase II Installation of Machine Room-Less Elevators
 - Adjournment - Motion by Pete Peterson second by Sharon Folcey to adjourn at 11:15 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder