

Finance Committee
March 16, 2016

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Bob Micheel, Susie Brownell, Ron Hamilton, Sharon Nelson, Randy Williams

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

- Next meeting date – April 14, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 02/17/2016 minutes. Carried 5-0.
- Credit Card Approvals
 - a. Sheriff's Department – Sheriff Credit Card request for the Office Manager in the amount of \$1,000.00 and Baliff in the amount of \$500.00. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve both credit cards. Motion by Pete Peterson second by Cedric Schnitzler to amend the Baliff credit card amount to \$1,000.00. Discussion. The amendment carried 5-0. The motion to approve both cards as amended carried 5-0.
- Line Item Transfer
 - a. Sheriff's Department – James Kuhn explained the 2016 line item transfer in the amount of \$1,365.00 for civil trial costs. Motion by Wallace Habegger second by Sharon Folcey to approve line item transfer. Discussion. Carried 5-0.
 - b. Victim Witness – Tina Osterberg explained the 2015 line item transfer in the amount of \$536.65 for postage. Motion by Cedric Schnitzler second by Wallace Habegger to approve line item transfer. Discussion. Carried 5-0.
 - c. Human Services – Ron Hamilton explained the 2015 line item transfer in the amount of \$45,647.00 for year-end reallocation of budget. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer contingent upon committee of jurisdiction approval. Discussion. Carried 5-0.
 - d. Senior Services – Susie Brownell explained the 2015 line item transfer in the amount of \$2,503.00 for retirement payout and to fix volunteer driver rollup code. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 5-0.
- Budget Adjustment -
 - a. Health – Sharon Nelson explained 2016 budget adjustment in the amount of \$3,500.00 for radon grant from the Department of Health Services. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 5-0.
Sharon explained 2016-2017 budget adjustment in the amount of \$3,582.00 for adult immunization grant from the WI Department of Health Services. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve budget adjustment. Discussion. Carried 5-0.
Sharon explained 2016 budget adjustment in the amount of \$1,750.00 for bioterrorism grant from the Department of Health Services. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - b. Human Services – Ron Hamilton explained 2015 budget adjustment in the amount of \$70,000.00 for Children Waiver services paid by WPS. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Information Systems/Human Services – Tina Osterberg explained 2016 budget adjustment in the amount of \$107,000.00 for CMHC (Avatar) Financial Software and Equipment Upgrade. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
 - d. Highway – Catherine Schmit explained 2016 budget adjustment in the amount of \$18,500.00 for repurpose of funds for asphalt paver. Discussion. Motion by Pete Peterson second by

Cedric Schnitzler to approve budget adjustment contingent upon committee of jurisdiction approval. Discussion. Carried 5-0.

- e. Land Conservation– Bob Micheel explained 2016 budget adjustment in the amount of \$3,753.00 for Administrative Assistant I Position. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment if the Administrative Assistant I Position is approved at the board. Carried 5-0. Bob explained 2016 budget adjustment in the amount of \$274,269.64 for cost sharing from the DATCP and the DNR program for conservation practices. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0.
 - f. Capital Outlay (Data Processing) – Catherine Schmit explained 2016 budget adjustment in the amount of \$317,735.23 for completion of the financial software implementation project. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve budget adjustment. Discussion. Carried 5-0.
 - g. Finance – Tina Osterberg explained 2016 budget adjustment in the amount of \$55,000.00 for Transport On-Call Salaries inadvertently left out of the budget. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0. Tina explained 2016 budget adjustment in the amount of \$43,330.30 for rolling forward of the Emergency Communication Systems Budget. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Carried 5-0.
- Fiscal Note Approvals
 - a. Resolution Authorizing Establishment of an Administrative Assistant I Position in the Monroe County Land Conservation Department – Bob Micheel explained the fiscal note. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve fiscal note. Discussion. Carried 5-0.
 - b. Resolution Authorizing Establishment of a Purchasing and Procurement Coordinator in the Monroe County Administrator's Office. Motion by Pete Peterson second by Sharon Folcey to approve fiscal note. Catherine Schmit explained the fiscal note. Discussion. Carried 4-1.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress. Change orders to date were distributed to all members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve the Radio Tower expenditures in the amount of \$289,821.00; change order in the amount of \$9,030.00. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that final odds and ends are being completed. Change orders are being completed for the lighting and outlet controls. The chiller was set on K Street. Fire alarms are being tested.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Sharon Folcey second by James Kuhn to approve the Justice Project expenditures in the amount of \$456,929.83. Carried 5-0.
 - c. Change Order for Glycol Make Up for the Chiller System – Kurt explained the change order for the glycol make up for the chiller system in the amount of \$31,136.17. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve change order. Carried 5-0.
 - d. Change Order for Machine Room Less Elevators in Phase 2 – Kurt explained the change order for the machine room less elevators in phase 2 in the amount of \$39,206.00. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve change order. Discussion. Carried 3-2.
 - e. Change Order for Security HVAC Grilles not Included in Previous Phase 1 Change Order – Kurt explained the change order for security HVAC Grilles not included in the previous Phase 1

change order in the amount of \$33,191.40. Motion by Cedric Schnitzler second by Sharon Folcey to approve change order. Discussion. Carried 4-1.

- f. Construct Judges Bench in Temporary Courtroom #3 – Kurt explained the cost for the Judges bench for temporary courtroom #3 in the amount of \$5,410.00. Discussion. Motion by Pete Peterson second by Wallace Habegger to deny the All American proposal. Discussion. Carried 4-1. Kurt will speak with Garry Spohn and seek other bids for the most cost effective route.

- Finance Director

- a. Tina Osterberg gave the monthly Financial Report.
- b. Finance Department Monthly Report Review.
- c. Financial Software Update – Tina Osterberg explained that training has been completed on E Procurement in the system for Staples, Office Supplies. Tina explained that E Procurement can be spread out to other vendors.

- 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 Cedric Schnitzler to approve Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Credit Card Policy Update, Treasurer Budget Adjustment, Future Financing of the Justice Center Project.
- Adjournment - Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 11:40 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder