

Finance Committee
May 18, 2016

Present: Cedric Schnitzler, Pete Peterson, Douglas Path, Mark Halverson; Wallace Habhegger absent
Others: Tina Osterberg, Cathy Schmitz, Annette Erickson, Kurt Marshaus, Lynn Kloety, Randy Williams,
Member of the Public.

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

- Election of Vice Chair – Cedric Schnitzler asked for any objections to appointing the Vice-Chair. Discussion. There were no objections. Cedric appointed Pete Peterson as Vice-Chair.
- Next meeting date – June 15, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Douglas Path to approve the 04/14/16 minutes. Carried 4-0.
- District Attorney Credit Card Increase – Lynn Kloety explained the need for credit card increase from \$500.00 to \$5,000.00. Discussion. Motion by Pete Peterson second by Mark Halverson to approve credit card increase. Carried 4-0.
- Medical Examiner Budget Adjustment – Tina Osterberg explained the 2015 budget adjustment in the amount of \$2,852.56 for autopsies, monies to be taken out of the Contingency Fund. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Discussion. Carried 4-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Douglas Path second by Mark Halverson to approve the Radio Tower expenditures in the amount of \$1,031.10. Carried 4-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that the inmates have been moved into the new jail. Demolition for phase II will begin soon. Steel forms will follow, then precast panels.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Mark Halverson to approve the Justice Project expenditures in the amount of \$376,246.28. Carried 4-0.
 - c. Change Order for Front Door Locks and Controls – Kurt explained the front door lock and control change order. Discussion. Motion by Douglas Path second by Mark Halverson to approve door lock and control change order in the amount of \$26,013.06. Carried 4-0.
 - d. Change Order for Connecting Temporary Chiller – Kurt explained the connection of the temporary chiller. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve change order connecting the temporary chiller in the amount of \$126,429.14. Carried 4-0.
 - e. Request to Release Miron Retainage – Kurt explained that the release for Phase I retainage is approximately \$640,000.00. Discussion. The committee would like to see a punch list and definite numbers.
- Fiscal Note Approvals – Resolution Authorizing Withdrawal from Monroe County Farm Education Account for Environmental Education and Restoration Project at Meadowview School – The resolution would take \$5,968.00 from the Monroe County Farm Proceeds Account for enhancement of an environmental science learning center at the Meadowview Middle School. Discussion. Motion to approve fiscal note by Douglas Path second by Mark Halverson. Carried 4-0.
- Treasurer Report
 - 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 explained that the annual conference was attended. E Procurement continues. A new upgrade of the system will go live around July.
 - d. Uniform Grant Guidance Policies and Procedures – Tina explained Uniform Grant Guidance Policies and Procedures. Approximate costs would be \$8,000.00 to \$10,000.00. Discussion. Currently Human Services receives the most Federal grants. This item will be revisited following the completion of the audit.
 - e. Credit Card Misuse – Tina explained that there currently is one misuse of credit card funds. The employee has been notified and the policy is being enforced. Discussion.
 - f. Non-Lapsing Budget Modification Policy – Tina explained the need for a non-lapsing budget modification policy. Discussion. A policy will be drafted and provided to the members for review next month.
 - g. Audit, Cost/Allocation Plan and OPEB Valuation RFP's for 2017 Budget – Tina explained RFP's going out for the Audit, Cost/Allocation Plan and OPEB Valuation. Discussion.

- Future Financing of the Justice Center Project – Catherine Schmit explained that with the current and projected change orders, we are about \$3 million short. The committee discussed borrowing versus using county funds. This item will be revisited in future months.

- Monthly County Disbursement Journal – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Carried 4-0.

- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Mark Halverson to approve Monthly Per Diems and Vouchers. Carried 4-0.

- Items for next month's agenda – Non-Lapsing Budget Modification Policy, Future Financing of the Justice Center Project, 2017 Budget Kickoff.

- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 11:35 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder