

Finance Committee
June 15, 2016

Present: Pete Peterson, Douglas Path, Mark Halverson, Wallace Habegger; Cedric Schnitzler absent.
Others: Tina Osterberg, Annette Erickson, Kurt Marshaus, Randy Williams, Sharon Nelson, Ron Hamilton, Laura Moriarty, Bob Janovick.

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by Vice-Chair Pete Peterson.

- Next meeting date – July 20, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Douglas Path second by Mark Halverson to approve the 05/18/2016 minutes. Carried 4-0.
- Human Services Credit Card – Ron Hamilton explained the need for a credit card increase for Social Worker, Ashley Hoekstra from \$1,000.00 to \$2,500.00. Discussion. Motion by Wallace Habegger second by Douglas Path to approve credit card increase. Carried 4-0.
- Senior Services Credit Card – Tina Osterberg explained the request for a credit card for new Senior Services employee Lori Duncan, Administrative Assistant. Discussion. Motion by Pete Peterson second by Wallace Habegger to amend the credit card request to the standard amount of \$1,000.00. The credit card was approved as amended 4-0.
- Budget Adjustment(s) – Discussion/Action
 - a. Senior Services – Tina Osterberg explained the 2016 budget adjustment in the amount of \$11,368.00 for funding adjustments. Laura Moriarty further explained. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
 - b. Health – Sharon Nelson explained the 2016 budget adjustment in the amount of \$28,697.00 for Division of Public Health Funds. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Carried 4-0.
 - c. Maintenance (Repurpose of Funds) – Tina Osterberg explained the 2016 repurpose of funds in the amount of \$20,000.00 for Administrative Center roof top unit. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained the demolition schedule. Jail doors were discussed.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habegger second by Mark Halverson to approve the Justice Project expenditures in the amount of \$297,812.17. Carried 4-0.
 - c. Change order for installing intercoms in elevator 3 and providing control of elevators 2, 3 and 5 from master control – This item was withdrawn from the agenda.
 - d. Change order to install new electrical to the existing courthouse – Kurt explained the change order for the new electrical to the existing courthouse. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve change order in the amount of \$37,856.28. Carried 4-0.
 - e. Change order to provide emergency power backed up by the UPS in the existing radio room – Kurt explained the change order to provide emergency power back up by the UPS in the existing radio room. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve change order in an amount not to exceed \$65,000.00. Carried 4-0.
 - f. Eliminate spot lights on existing courthouse – Kurt explained that the plan included spot lights on the existing courthouse. To eliminate these lights would save \$4,452.00. Discussion. Motion by Douglas Path second by Wallace Habegger to eliminate spot lights. Carried 4-0.

- g. Delete loading dock – Kurt explained that the plan included loading dock. Eliminating would save the county approximately \$35,000.00, plus electrical costs. Discussion. Motion to approve elimination of loading dock by Douglas Path second by Wallace Habegger. Carried 4-0.
 - h. Funding for legal action against Louis Berger Group – Kurt explained that in order to get legal action started, we need to spend up to \$15,000.00 for legal service. Discussion. Motion by Wallace Habegger second by Pete Peterson to begin legal action in the amount of \$15,000.00. 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 Wallace Habegger second by Douglas Path to approve the Radio Tower expenditures in the amount of \$416,252.50. 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 training currently attended by Finance Staff.
 - d. Non-Lapsing Budget Modification Policy – Tina provided the non-lapsing budget modification policy to members. A resolution to establish authority for approval for donation and user fees budget line adjustments for use was also provided. Discussion.
 - Resolution to Establish Authority for Approval for Donation and User Fees Budget Line Adjustments for Use – The resolution would streamline modifying the budget adjustment process and procedure for donation and user fee non-lapsing departmental budget amounts. Motion to approve resolution by Wallace Habegger second by Mark Halverson. Discussion. Carried 4-0.
 - e. Worker Compensation Rates - Tina explained that she is beginning the 2017 budget. She discussed how the current rate is calculated. The state rate will not be final until July. It was a consensus of the committee to revisit next month.
 - Future Financing of the Justice Center Project – This item will be revisited next month.
 - 2017 Budget Kickoff – Tina Osterberg explained that the budget kickoff occurred June 9th with Department Heads. Documents have been provided to all Department Head's.
 - Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 4-0.
 - Monthly Per Diems and Vouchers – Motion by Wallace Habegger second by Mark Halverson to approve Monthly Per Diems and Vouchers. Carried 4-0.
 - Items for next month's agenda – Worker Compensation Rates, Future Financing of the Justice Center Project, Budget Kickoff, Finance RFP's.
 - Adjournment - Motion by Mark Halverson second by Douglas Path to adjourn at 11:09 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder