



MONROE COUNTY BOARD OF SUPERVISORS

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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, September 21, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Month's Meeting Date & Time
3. Minutes approval 08/17/2016
4. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
 - c. Deputy Treasurer Retirement
5. Emergency Management Line Item Transfer – Discussion/Action
6. Sheriff Repurpose of Funds – Discussion/Action
7. Budget Adjustment(s) - Discussion/Action
 - a. Jail Administration
 - b. Senior Services
 - c. Highway
8. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Constructing Two Storage Rooms in Basement – Discussion/Action
 - d. Rental of a Temporary Chiller for the Winter of 2016-2017 – Discussion/Action
 - e. Replace Unsuitable Soil – Discussion/Action
9. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
10. Sand Creek Landfill Payoff - Discussion/Action
11. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. 2015 Audit Review Discussion
 - e. Uniform Grant Guidance Policies & Procedures – Discussion/Action
 - f. County Grant Writer/Grant Specialist Position – Discussion
 - g. Notice of Donations/User Fees Received Budget Adjustment – Discussion/Action
12. 2017 Budget
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

Cedric Schnitzler, Committee Chair

Date notices mailed: 09/15/2016

Finance Committee
August 17, 2016

Present: Cedric Schnitzler, Pete Peterson, Douglas Path, Mark Halverson, Wallace Habhegger.
Others: Cathy Schmit, Tina Osterberg, Annette Erickson, Kurt Marshaus, Bruce Humphrey, Linda Anderson, Laura Moriarty, Rob Conroy, David Krueger, Bob Janovick.

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

- Next meeting date – September 21, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 07/20/2016 minutes to include an amendment that Cedric Schnitzler was present at the meeting. Carried 5-0.
- Budget Adjustment(s) – Discussion/Action
 - a. Senior Services – Laura Moriarty explained the 2016 budget adjustment in the amount of \$1,099.75 for unused grant funds. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
 - b. Rolling Hills – Linda Anderson explained the 2016 budget adjustment in the amount of \$21,223.00 for front parking lot replacement/regrading. Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
 - c. Retirement/Fringe Pool – Tina Osterberg explained the 2016 budget adjustment in the amount of \$43,526.00 for budget changes due to employee retirements, positions that were vacant and an employee picked up family health and dental insurance that had not prior to qualifying event. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - d. Contingency – Tina Osterberg explained the 2016 budget adjustment in the amount of \$41,426.00 for Dispatch salary projected but not carried over to the budget. Discussion. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - e. Sheriff – Rob Conroy explained the 2016 budget adjustment in the amount of \$2,355.08 for vehicle cost. The adjustment expenditure line was amended to 17100169 581100, SH815 Non Lapsing Sheriff Vehicles. Discussion. Motion by Pete Peterson second by Douglas Path to approve budget adjustment as amended. Carried 5-0.
- Line Item Transfer(s) – Discussion/Action
 - a. Jail Administration – This item was pulled from the agenda and will come back next month as a budget adjustment.
- Credit Card(s) – Discussion/Action
 - a. Senior Services – Laura Moriarty explained the need for a credit card for new employee, Patsy Lawrence. Motion by Mark Halverson second by Douglas Path to approve credit card in the amount of \$1,000.00. Carried 5-0.
 - b. County Clerk – Shelley Bohl explained the need for an increase in credit card limit for conference/motel reservations for Monroe County Board Members. Motion by Douglas Path second by Wallace Habhegger to approve increase in credit card limit from \$1,000.00 to \$2,000.00. Carried 5-0.
- Work Comp TPA Fees, Loss Control Services and Excess Insurance – David Krueger provided a summary of loss experiences since self-insuring in 2004. Standard insurance premiums were compared versus self-insured expenses. Discussion. David provided a 3 year Claim Service Quote beginning January 1, 2017 in the amount of \$1,135.00 per month. Also provided was a TPA Loss Services Quote beginning January 1, 2017 in the amount of \$27,960.00 for 2017; \$28,320.00 for 2018; \$28,680.00 for 2019. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve both TPA and Claim Service Quotes as presented. Discussion. Carried 5-0.
- Justice Center Building Project

- a. Justice Center Update – Kurt Marshaus explained demolition has been completed and asbestos removed. Concrete is currently being poured. Precast panels will be set and it is anticipated that the roof will be on by winter. Sprinkler heads and food slot locks were discussed. Approximately \$4 million has been spent in change orders.
 - 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 \$651,943.35. Carried 5-0.
 - c. Full Release of Retainage for Phase I – Kurt explained that retainage for Phase I can be released. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve release of full retainage. Carried 5-0.
 - d. Change Order for Temporary Boiler for Upcoming Winter for Phase I – Kurt explained the change order for temporary boiler in the amount of \$53,917.40. Motion by Pete Peterson second by Cedric Schnitzler to approve changer order. Discussion. Carried 5-0.
 - e. Contract to landscape and maintain bio-retention pond – Bruce Humphrey provided a landscaping plan for the bio-retention pond in the circular drive in front of the justice center. Discussion. Motion by Pete Peterson second by Mark Halverson to approve all-inclusive landscape bid in the amount of \$4,800.00. Carried 5-0.
 - f. Change order to delete repairs to Gundersen Parking Lot and sidewalk – Kurt explained that there is a credit for deleting Gundersen Parking Lot repairs in the amount of \$47,298.75. Discussion.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided a written report to members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habegger second by Mark Halverson to approve the Radio Tower expenditures in the amount of \$8,000.00. Carried 5-0.
- Fiscal Note Approvals(s)
 - a. Resolution Authorizing the Establishment of Two Jailer Positions in the Monroe County Sheriff's Department in 2017 – Rob Conroy explained two Jailer Positions. One effective January 1 and the other on March 1, 2017. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve fiscal note. Carried 4-1.
 - b. Resolution Authorizing the Establishment of a Jail Receptionist/Administrative Assistant I Position in the Monroe County Sheriff's Department – Rob Conroy explained Jail Receptionist/Administrative Assistant I Position. Effective date is January 1, 2017. Discussion. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Carried 3-2.
 - c. Resolution Authorizing Establishment of a Financial and System Controls Specialist in the Finance Department – Tina Osterberg explained the Financial and System Controls Specialist Position. Effective date is January 1, 2017. Discussion. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Carried 4-1.
 - d. Resolution Approving Monroe County Forest Annual Work Plan – 2017 – Tina Osterberg explained annual grant. Motion by Mark Halverson second by Douglas Path to approve fiscal note. Carried 5-0.
 - e. Resolution Establishing 2017 Annual Budgeted Allocation for Pay for Performance – Catherine Schmit explained 2017 annual budgeted pay for performance. Merit increases shall not exceed \$320,000.00. Discussion. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Carried 5-0.
 - f. Resolution Approving Offer to Purchase of 315 W Oak Street, Sparta, WI 54656 – Catherine Schmit explained purchase price in the amount of \$500,000.00 to be included in the 2017 budget. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Discussion. Carried 3-2. The resolution will not be included on the county board agenda until the full facilities strategic plan is presented to the board.
 - Master Facilities Strategic Plain Discussion – Cedric Schnitzler explained that currently the master facilities strategic plan has not been fully completed. The plan has not been presented to the board. Questions have been arising from Supervisors as to current costs to facilities unknown due to the plan. Discussion.

- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Annette provided the 2017 proposed Treasurer Budget.

- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that currently Human Services is working on an RFP. Some staff will be attending the State user group in October.
 - d. 2015 Audit Review – This item will be reviewed next month.
 - e. Uniform Grant Guidance Policies & Procedures – This item will be reviewed next month.
 - f. County Grant Writer/Grant Specialist Position – This item will be reviewed next month.
 - g. Tina provided the 2017 proposed Finance Department Budget and answered questions.
 - h. Notice of Donations/User Fees Received Budget Adjustment – Tina explained the adjustment to members. Motion by Mark Halverson second by Pete Peterson to approve Notice of Donations/User Fees Adjustment. Carried 5-0.

- Future Financing of the Justice Center Project –
 - a. Resolution Authorizing use of General Fund Reserves for Justice Center Construction Project – Kurt Marshaus explained current cost overruns of the Justice Center Project. The resolution would take \$4 million dollars from General Fund Reserves for final costs of the Justice Center Project. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve resolution and forward to the full county board. Discussion. Carried 5-0.

- Resolution Establishing Ho Chunk Funds Allocation for 2017 Budget – Catherine Schmit explained 2017 funds in the amount of \$52,500.00 to be used for property acquisition and renovation. Discussion. Motion by Douglas Path second by Cedric Schnitzler to approve resolution and forward to the full county board. Discussion. Carried 4-1.

- 2017 Budget - Departments have submitting budgets. Tina has started salary projections.

- Monthly County Disbursement Journal – Motion by Mark Halverson second by Pete Peterson to approve Monthly County Disbursement Journal. Carried 5-0.

- Monthly Per Diems and Vouchers - Motion by Mark Halverson second by Wallace Habhegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.

- Items for next month's agenda – Jail Assessment Resolution, Jail Administration Budget Adjustment, Human Services Budget Adjustment, 2015 Audit Review, Uniform Grant Guidance Policies & Procedures, County Grant Writer/Grant Specialist Position, Sand Creek Landfill Debt.

- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 12:28 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Emergency Management

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12900000.531060	Printing-EM	\$ 368.00	\$ 368.00	\$ -
	12900000.533200	Mileage-EM	\$ 900.00	\$ 1,302.00	\$ 215.44
	12901000.521155	Physicals	\$ 70.00	\$ 1,070.00	\$ 1,000.00
	12901000.524510	Motor Veh Oper	\$ 1,000.00	\$ 2,275.00	\$ 27.68
	12901000.531060	Printing-EPCRA	\$ 200.00	\$ 394.00	\$ -
	12901000.533200	Mileage-EPCRA	\$ 250.00	\$ 371.00	\$ 42.30
	12901000.515700	Education/Tng	\$ 900.00	\$ 900.00	\$ -
	Total Transfer		\$ 3,688.00		
To Account	12902000.535200	Equipment/Supplies	\$ 3,688.00	\$ 5,195.00	\$ 374.49
	Total Transfer		\$ 3,688.00		

Explanation for Transfer:

Based on previous year payments \$3,493 was budgeted for HazMat Equip/Supplies. Monroe County has been awarded \$7,924.31. Requesting unused account funds to be transferred in an attempt to maximize the grant reimbursement.

Expense Savings due to: Printing-EM GIS position no EM ink needed, Mileage EM/EPCRA-use of department veh and/or mileage not claimed, Physicals-negotiated lower fee, Motor Veh Oper-veh repairs by team member for parts only, Print EPCRA-ID ink on sale & legal notice less than budget, Education/Tng-HazMat member not able to go to training due to medical and no class being offered until 2017

Department Head Approval *Scott Puker*

Governing Committee Approval *Paul*

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date

Notice of Re-Purpose of Funds
MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 09/13/2016
 Department: Sheriff's Office
 Amount: \$ 21,925.50
 Budget Year Amended: 2016

Explanation/Reason funds are being re-purposed and affect on Program:
 (If needed attached separate brief explanation.)

One additional squad car had reached the determined end of life cycle of 100,000 miles. 100,000 miles has been determined to be the end of life as it is the most advantageous for trade in allowance and officer safety.

Original Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>New Purpose</u>	<u>Amount to Re-Purpose</u>
17100189 581100 SH815	Non-Laps Sheriff Vehicles	5 Vehicles and Equipment	6 Vehicles and Equipment	\$ 21,925.50
Total Adjustment				\$ 21,925.50

Department Head Approval: *Scott Pukers*
 Date Approved by Committee of Jurisdiction: September 12, 2016

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.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 9, 2016
 Department: Jail Administration
 Amount: \$ ~~32,000.00~~ 16000⁰⁰
 Budget Year Amended: 2016

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

In order to use the SCAAP revenue funds for needed medical service expensès, a budget adjustment will be need to be completed.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
127000000.43215	SCAAP	\$ (35,055.78)	\$ 32,000.00 16000 ⁰⁰	\$ (3,055.78) -19055.78
				\$ -
				\$ -
Total Adjustment			\$ 32,000.00 16000 ⁰⁰	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
127000000.52134	Contracted Services	\$ 250,044.00	\$ 32,000.00 16000 ⁰⁰	\$ 282,044.00 266044.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 32,000.00 16000 ⁰⁰	

Department Head Approval: Scott Pukins
 Date Approved by Committee of Jurisdiction: 09-12-16 Paul

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.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 23, 2016
 Department: Senior Services
 Amount: \$7,000.00
 Budget Year Amended: 2016

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

Recreational Trip usage was above the estimated budget. Many trips are planned during the year as advertising comes out.
No County money is needed(participant fees cover costs).

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24680000 466500 SS480	Recreational Trips	\$ 9,000.00	\$ 7,000.00	\$ 16,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 7,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24680000 533255	Recreational Trips	\$ 8,000.00	\$ 5,500.00	\$ 13,500.00
24680000 591100	Deposit refunds	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 7,000.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: 9/16/16 *[Signature]*

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.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 7, 2016
 Department: Highway
 Amount: \$180,000.00
 Budget Year Amended: 2016

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

2017s proposed budget includes a new sand screening plant & stacking conveyor and supporting 3-phase electric service. We have a timely opportunity to purchase almost new & very well maintained used machinery (some from a local sand mine) for just over half the cost of new. 2016 year-end unreserved cash balance will be more than enough to cover this until 2017.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
73330319 493000	Fund Balance Applied	\$ 768,500.00	\$ 180,000.00	\$ 948,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 180,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
73310281 581000	Capital Equipment - Highway	\$ 1,048,500.00	\$ 170,000.00	\$ 1,218,500.00
73355000 580550	Building Improve-Hwy B&G Im	\$ 100,000.00	\$ 10,000.00	\$ 110,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 180,000.00	

Department Head Approval:

Date Approved by Committee of Jurisdiction: 16-Sep-16

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

Date Approved by Finance Committee: 21-Sep-16

Date Approved by County Board: 28-Sep-16

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

Date of publication of Class 1 notice of budget amendment: _____