

Finance Committee
February 20, 2020

Present: Cedric Schnitzler, Wallace Habegger, Douglas Path, Pete Peterson; Mark Halverson absent
Others: Tina Osterberg, Diane Erickson, Debra Carney, Deb Brandt, Rob Conroy, Wes Revels, David Ohnstad, Eric Weihe, Randy Williams, Linda Anderson, Garlynn Brookshaw, Beth Ford, Sharon Nelson, Garry Spohn, Rick Folkedahl, Lynn Kloety, Gail Frie, Mary Von Ruden, Jarrod Roll, Ellie Bradford

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – Wednesday, March 18, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 01/15/20 minutes. Carried 4-0.
- Public Comment – None.
- Re-Purpose of Funds –
 - a. Highway - Motion by Pete Peterson second by Wallace Habegger to approve re-purpose of funds pending committee of jurisdiction approval. David Ohnstad explained the 2020 re-purpose of funds in the amount of \$225,000.00 for machinery. Carried 4-0.
 - b. Maintenance - Motion by Wallace Habegger second by Douglas Path to approve re-purpose of funds. Garry Spohn explained the 2020 re-purpose of funds in the amount of \$10,744.00 for Administration Building roof repairs. Carried 4-0.
 - c. Sheriff - Motion by Wallace Habegger second by Douglas Path to approve re-purpose of funds. Rob Conroy explained the 2020 re-purpose of funds in the amount of \$52,000.00 for transport vehicles. Carried 4-0.
- Line Item Transfers –
 - a. Solid Waste – Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Gail Frie explained the 2019 line item transfer in the amount of \$11,167.00 for excessive rainfall, leachate disposal. Discussion. Carried 4-0.
 - b. Medical Examiner – Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Wallace Habegger explained the 2019 line item transfer in the amount of \$1,576.00 for salaries. Discussion. Carried 4-0.
 - c. District Attorney – Motion by Pete Peterson second by Douglas Path to approve line item transfer. Lynn Kloety explained the 2019 line item transfer in the amount of \$8,938.00 for health insurance. Carried 4-0.
 - d. Dispatch – Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Randy Williams explained the 2019 line item transfer in the amount of \$24,081.00 for overtime. Carried 4-0.
 - e. Human Services – Motion by Douglas Path second by Wallace Habegger to approve line item transfer. Beth Ford explained the 2019 line item transfer in the amount of \$160,155.00 for reallocation of budget for actual expense. Carried 4-0.
 - f. Rolling Hills – Motion by Pete Peterson second by Wallace Habegger to approve line item transfer pending committee of jurisdiction approval. Garlynn Brookshaw explained the 2019 line item transfer in the amount of \$6,774.07 for water and sewer line. Discussion. Carried 4-0.
- Budget Adjustments -
 - a. Justice Department – Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Eric Weihe explained the 2020 budget adjustment in the amount of \$12,000.00 for WI Dept of Justice Grant. Carried 4-0.
 - b. Register of Deeds – Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Deb Brandt explained the 2019 budget adjustment in the amount of \$4,731.00 for health insurance. Carried 4-0.

- c. Rolling Hills – Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment pending committee of jurisdiction approval. Garlynn Brookshaw explained the 2019 budget adjustment in the amount of \$159,965.07 for year-end overages offset by revenues. Linda Anderson further explained. Discussion. Carried 4-0.
- d. Local History Room – Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Jarrod Roll explained the 2019 budget adjustment in the amount of \$1,349.20 for salaries. Discussion. Carried 4-0; Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Jarrod Roll explained the 2019 budget adjustment in the amount of \$1,800.00 for a student intern grant. Carried 4-0.
- e. Maintenance – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Garry Spohn explained the 2020 budget adjustment in the amount of \$41,500.00 for Justice Center repair budget. Carried 4-0.
- f. Health Department – Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$15,000.00 for WI Division of Public Health grant. Carried 4-0; Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$11,000.00 for Bader Philanthropies, Inc. grant. Carried 4-0; Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$4,450.00 for WI Division of Public Health, public health preparedness program. Discussion. Carried 4-0.
- g. Human Services – Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Beth Ford explained the 2020 budget adjustment in the amount of \$68,884.00 for Dementia Care Specialist grant. Discussion. Carried 4-0; Beth Ford explained the 2019 budget adjustment in the amount of \$300,000.00 for CCS program expansion. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve and amend budget adjustment by adding: Once the audit is final: If there is a positive balance the first \$109,259.04 would go back into the General Fund, anything exceeding that up to \$300,000.00 would go to the Contingency Fund, anything above \$300,000.00 would go into the Human Services Reserve. Discussion. Carried 4-0.
- h. Information Systems – Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Rick Folkedahl explained the 2020 budget adjustment in the amount of \$9,928.94 for wireless point to point bridge from the Justice Center to Rolling Hills. Discussion. Carried 4-0.
- i. Jail – Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$23,400.00 for SCAAP monies to be used for Zuercher signature pads and time keeping system. Discussion. Carried 4-0; Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$2,649.68 for SCAAP awards. Carried 4-0; Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$23,000.00 for transport salaries. Discussion. Carried 4-0.
- j. Sheriff – Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Wes Revels explained the 2020 budget adjustment in the amount of \$5,800.00 for Patrol SUV sold. Carried 4-0; Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$4,000.00 for Zuercher conference training. Carried 4-0; Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$16,500.00 for ES Sanction funds to be used for Zuercher project. Discussion. Carried 4-0; Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Wes Revels explained the 2019 budget adjustment in the amount of \$2,500.00 for BOTS grant for vehicle set up equipment. Carried 4-0; Motion by Wallace Habhegger second by Cedric Schnitzler to approve budget adjustment. Wes Revels explained the 2019 budget adjustment in the amount of \$4,000.00 for BOTS grant for vehicle set up equipment. Carried 4-0.
- k. Capital Outlay – Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Tina Osterberg, County Administrator explained the 2020 budget adjustment in the amount of \$26,895.31 for work order portion of the financial software implementation project. Carried 4-0.

- l. County Clerk Election – Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Shelley Bohl, County Clerk explained the 2020 budget adjustment in the amount of \$15,796.00 for Congressional District 7 special election. Carried 4-0.
 - m. Finance/Retirement Fringe Pool – Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Diane Erickson, Finance Director explained the 2019 budget adjustment in the amount of \$2,526.26 for retirement payouts, health and dental insurance. Carried 4-0.
- Credit card approvals - Motion by Douglas Path second by Pete Peterson to approve below credit card requests. Discussion. Carried 4-0.
 - a. Health Department – Sharon Nelson explained four credit cards in the amount of \$1,000.00 each for three Public Health Nurses and one Community Educator.
 - b. Human Services - Three credit cards in the amount of \$1,000.00 each for two CSP Case Managers and one ADRC Social Worker.
 - c. Sheriff's Office – Wes Revels explained credit card request in the amount of \$1,000.00 for Emergency Management Coordinator.
 - d. Information Technology – Rick Folkedahl explained credit card request in the amount of \$1,000.00 for his position, IT Director.
- Fiscal Note Approvals-
 - a. Resolution Establishing Sheriff Fees and Delegating Modification of Committee – Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Wes Revels explained Sheriff fees adjustment. Discussion. Carried 4-0.
 - b. Resolution Authorizing Changes to the Monroe County Code to Prohibit Nuisance Use of a Telephone for 911 Calls – Motion by Wallace Habegger second by Douglas Path to approve fiscal note. Indirect costs of amending county ordinances. Discussion. Carried 4-0.
- Revolving Loan Fund Project Update – Diane Erickson explained that we had our first Citizen Participation meeting last night. This meeting was an educational meeting and the members were briefed on the process of the Revolving Loan Fund close. Potential projects and a tentative timeline were provided to members. All projects will be given the opportunity to present their projects to the committee on either May 4 or 7th, depending on the states availability to be at the meeting. There will be a follow up meeting on May 19th and if a project is determined, the committee will present a recommendation to the Finance Committee on May 20th.
- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
 - b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Douglas Path to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – TIF District Overview, Revolving Loan Fund Project Update, Library Reimbursement Formula.
- Cedric Schnitzler adjourned the meeting at 10:48 a.m. Carried 4-0.

Shelley Bohl, County Clerk/Recorder